



## NEWS letter



December 2006

### Eight Tips for Gift Giving at Work



Now is the time to start planning your holiday shopping list, but not for family, for all of those co-workers (optional, of course) who have helped you throughout the year.

Here are some tips:

- \* **Making a list.** You may even want to consider an A and B list. The As are the people to whom you absolutely, positively must give a gift—in fact, they pretty much expect it. These A listers are your administrative assistant and anyone who has played a big role in making you look good. Those on the B list are runners-up and should receive a token of your appreciation.
- \* **“No Gifts Please”.** These days, many companies and departments have implemented very restrictive gift policies and some even set dollar maximums, while others downright prohibit gifts of any kind. To avoid an uncomfortable situation (for you and the recipient), make a call or ask a friend who would know.
- \* **Practically Perfect.** Choosing the perfect gift is sometimes harder than picking out the perfect tie for dad or sweater for mom. It’s important to choose a gift with the recipient in mind. Classic office items like portfolios, clocks or picture frames are always a safe bet. Small leather goods also make a positive impression. Always ask yourself, “Would I use or appreciate this? If so, buy it. NOTE: because of varying religious and personal beliefs, steer clear of items that have any type of religious or holiday theme.
- \* **Get Personal.** One of the newest trends is personalizing items with the recipient’s name or initials. Laser-engraved wood picture frames or clocks with a person’s name make really beautiful and memorable gifts.
- \* **Food for Thought.** You can never go wrong with food items. Desserts are always a big hit. Concerns about fat and carbs go right out the door during the holidays. People love giving and receiving tasty treats like Mrs. Field’s cookies or Ghirardelli Chocolates. Why not place them in a large mug with their initial?
- \* **Quality Counts.** Closeouts and clearance sales can be tempting, but beware. Invest in high-quality, brand name items and be sure to buy from reputable places that offer product guarantees. In short, you don’t want to appear cheap.
- \* **Shop Early.** Keep in mind that many take an extended vacation during the holiday months. day you’ll

Keep this in mind not only for the day you’ll be presenting the gift, but also for items you’ll need to mail.

- \* **Be Noteworthy.** The best way to make an impression is to send a personal note or message with the gift. Tailoring a message of thanks that’s personal and heartfelt goes a long way in building long-term relationships and work place harmony. Preprinted holiday cards have become all the rage. Unfortunately, it also leaves the recipient a feeling that the sender simply was too busy (or seemingly important) to even write their name inside the card. Is that the impression that you’d like to give this holiday season?

## Schedule of Events

\* **Annual Holiday Luncheon.** Keep in mind that this is a members-only event.

Guests are welcome to attend any of our meetings starting again in January 2007.

*The Caroling Company* will provide holiday music at the luncheon for your enjoyment. They have sung at our events in the past, and they are wonderful.



# December 2006

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15 <i>Hanukkah</i>	16
17	18	19	20 Members Only Holiday Luncheon	21	22	23
24	25 Merry Christmas	26 Kwanzaa begins	27	28	29	30
31						

## Julie Summers ~ Treasurer



I'm Julie Summers. I'm currently work at the Auditor/Controller's office, Accounts Payable section.

I'm excited about being your Treasurer and working with this year's board. I have worked with a few of these ladies in the past on other CWN projects and I'm confident the goals we set for this year for CWN, will be met.

In my spare time, I like golfing, bowling and singing. I pursue these things with lots of passion and enthusiasm, just like I do everything else. I have a great man that supports and puts up with my craziness. I come to discover that "life's too short to sweat the small stuff". With a little help from all, CWN should have a great and prosperous year

## Melody Morgan ~ Director of Special Projects

My name is Melody Morgan. I am the new Director of Special Projects for 2006/2007.

I have worked for San Bernardino County for 13 years. The first five years of my career I was an Eligibility Worker. I am currently an Employment Service Specialist with Employment Services Program in the Hesperia Office.

I have been a CWN member since 2000. I graduated from the CWN Mentoring program in 2002 (as a protege), where I defined my career goals and started my plan of action for future career growth. Taking what I learned as a CWN protégé, I decided to share my experience and training with others by becoming a mentor in the CWN program in 2003/2004.

It is my pleasure to be able to give back to the CWN program. My goal is to increase the use of the CWN Library, CWN store and to promote new fundraisers for the success of County Women's Network.

## Brochures Available Now

Still trying to convince your co-workers and/or friends to join CWN??

Well, your answer is here.

CWN now has brochures which detail the member benefits, objectives and information about the organization.



Why not surprise them with a one-year CWN membership?

Pick one up at an upcoming meeting or send an e-mail to [cwn.newsletter@yahoo.com](mailto:cwn.newsletter@yahoo.com)

## Welcome Aboard

A warm welcome to the following brand new CWN Members:

- \* Cindy Eubank, Superior Court
- \* Veronica Becerra,  
Registrar of Voters



A heartfelt thanks from Shirili Smith and the San Bernardino Mission for everyone who donated food items.

Your participation in the San Bernardino Mission's program will feed the hungry, homeless and destitute men, women and children during this holiday season.

**THANK YOU!!**

## PROMOTING ME

*Congratulations to the following CWN member on their recent accomplishments*

Michelle Brass for receiving her Bachelor of Arts Degree in Business Administration!

## County Women's Network

### CONTACT US

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### Membership:

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Going Full Circle to Promote  
Professional and Personal  
Growth

### ~ Get to know your Organization ~

Each month there will be a trivia question about CWN in the monthly newsletter. If you know the answer to the question, e-mail your answer to

[cwn.newsletter@yahoo.com](mailto:cwn.newsletter@yahoo.com) by December 18, 2006 with "TRIVIA" in the subject line.

The first member with the correct answer (or closest to) wins!! Winner announced at the Holiday Luncheon.

Must be present to win.

If there is more than one correct answer submitted, a drawing will be held among those members submitting the correct answer to determine a winner.

A \$25 Marie Callendar's gift card is the prize!

### December Trivia Question .....

How many protégés have graduated from all the Mentoring Programs combined?



## Cruise Ticket Deadline Approaching

Time is running out! The deadline to purchase raffle tickets for the annual CWN Baja Mexico cruise fundraiser is December 15.

One ticket for \$10 or three tickets for \$25. E-mail [cwn.newsletter@yahoo.com](mailto:cwn.newsletter@yahoo.com) to purchase your tickets. Cash or checks accepted. Winner will be announced at the Holiday Luncheon on December 20, 2006.

**Raffle tickets will not be on sale at the Holiday Luncheon.**



### CANDY STILL AVAILABLE!

Contact Melody Morgan via e-mail to order See's Candy.

At just \$5 they make great stocking stuffers or gifts for co-workers, manicurists, teachers, etc.